

# GUIDELINES FOR REGIONAL PRACTICAL TESTING

1. No fee will be charged by the Commission for these examinations.
2. Hands-on Practical regional test sites are to be established in each Field Representatives territory. Test dates are to be established on a semi-annual basis with additional dates added as needed.
3. Live Fire Practical Tests sites are to be established by the Field Representatives in conjunction with fire departments able to host this type practical.
4. Applicants may travel out of their region to test at other test sites should they choose.
5. Evaluators are to be provided by surrounding fire departments. Certified Instructors are to be utilized whenever possible, Certification as a Fire Fighter-II at minimum.
6. The Field Representative is to conduct a training seminar for evaluators prior to each practical examination to ensure the evaluators understanding of testing procedures, grading procedures, performance criteria, and instructions on completing required paperwork. Any evaluator who fails to attend this training will not be allowed to serve as an evaluator.
7. Applications to challenge the practical examination must be received in the Commission Office a minimum of two weeks prior to the examination date. A minimum of 15 applicants must be scheduled in order to conduct the practical examinations; a maximum of 35 applicants can be tested per day. Director may waive this requirement if justification exists.
8. The Hands-on and Live Burn Practicals shall consist of the requirements established by the Commission.
9. An applicant who fails any evolution shall be notified immediately of his/her failure and will be allowed to leave the practical immediately.
10. Copies of the entire practical examination will be provided to all fire departments. For additional copies, please contact the Commission Office and they will be mailed or e-mailed.
11. Applicants who pass the examination must remain to the end of the day to assist in cleaning and restoring the host facility to original condition prior to receiving test results. If applicant leaves, this results in automatic failure unless the applicant is given permission to leave by the Field Representative.
12. An applicant who fails the examination will be given their results and permitted to leave immediately.
13. Persons who have completed their practical must remain separate from those waiting to challenge.
14. Persons waiting to challenge the practical examination must be secluded from the actual practical. Under no circumstances should an applicant waiting to challenge the practical examination be allowed to see the practicals being administered or be in contact with any individual who has completed the practical.
15. The applicant's home department must send with their personnel at least one SCBA and mask; and each applicant must bring a mask which has been fit tested to them. The Field Representative shall inspect each applicant's equipment to ensure it meets applicable safety standards.
16. Each applicant must bring his/her own turn-out gear.
17. The host department will provide the equipment to be used for testing, i.e. Ladders, hose, etc. The department must provide a letter to the Field Representative addressed to the Commission certifying that all equipment used in the practical examination meets all applicable NFPA, OSHA, and other applicable Standards for safety and required inspections. Included in the letter shall be a certification statement that all equipment that is required to be tested according to applicable Standard (i.e. ladders, hose, pumps, SCBA, etc.) has been tested according to said Standard. This letter is to be provided to the Field Representative in charge of the Practical on the day of the practical examination and be signed by the Fire Chief or Training Chief. Failure to provide this letter will result in the cancellation of the practical examination for that day.
18. The applicant's home department must assume liability in case of injury. A statement to this affect is included on the Application which must be signed by the chief of the applicant's department.
19. Effective July 1, 2013, Evaluators must have completed a Commission training course over being a practical evaluator. Evaluators must be Fire Fighter-II Certified and are preferred to be Fire Department Instructor-I Certified.
20. An applicant must perform the evolutions provided. An applicant cannot discard an evolution because their department does not have the equipment specified, does not respond to these type calls, etc.
21. A government issued photo ID must be provided in order to be admitted to the examination.
22. Applications for practical examinations must be received in the Commission Office a minimum of two weeks prior to the scheduled examination. Permission must be obtained from the Commission Office prior to faxing applications and original applications must still be mailed.